

**Office of Retirement Services**

P.O. Box 30171 (800) 381-5111 (Lansing area 322-5103)
Lansing MI 48909-7671 www.michigan.gov/ors

Military Service Credit Application for state employees

I am applying for the following type(s) of service credit (check all that apply):

- ☐ **Intervening Active Duty Military Service Credit**
☐ **Nonintervening Active Duty Military Service Credit**

Personal Information:	
NAME	SOCIAL SECURITY NUMBER
STREET ADDRESS	TODAY'S DATE (MO., DAY, YR.)
CITY, STATE, ZIP CODE	TELEPHONE NUMBER
NAMES UNDER WHICH YOU PERFORMED SERVICE (If different from above)	ANTICIPATED RETIREMENT DATE

Certification Dates:		
<i>Include a photocopy of your military discharge papers (DD214) showing entry and separation dates. For copies of your military papers, write to: National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132-5100. You can obtain the request form online by visiting http://www.archives.gov/st-louis/military-personnel/standard-form-180.html.</i>		
TYPE OF SERVICE	DATE OF ENTRY	DATE OF SEPARATION
Intervening Active Duty		
Nonintervening Active Duty		

By my signature below, I attest that I am not now, and will not in the future be receiving retirement benefits based on the above period of service from any federal, state or local publicly-supported retirement system. I understand this restriction does not apply to those persons who have or will acquire retirement eligibility from the federal government for service in the Reserve.

APPLICANT SIGNATURE

DATE

Please complete and return with appropriate papers to:

Office of Retirement Services, P.O. Box 30171, Lansing MI 48909-8173

Eligibility

As an active member of the State Employee's Retirement System, you can receive credit for time you spend in active duty military service with the United States Army, Navy, Marine Corps, Air Force or Coast Guard. There may or may not be a cost to you, depending on whether your active duty service occurred during (intervening) or outside of (nonintervening) your state employment.

Your service is considered *intervening service* if you leave state employment, directly enter active duty in the U.S. armed forces, including reserve components, and return to employment with the state of Michigan within six months of discharge.

Nonintervening service is active duty service that does not interrupt your state of Michigan service.

Conditions

- You cannot receive credit for military service if you receive credit for the same service under another retirement system. However, this restriction doesn't apply if you will be eligible to retire from the federal government for service in the reserve component.
- If you are receiving disability benefits from the Veterans Administration and are not eligible to receive a regular age and service retirement benefit now or in the future, you may be eligible to purchase your active duty service. You will need to provide a copy of your most recent Retiree Account Statement (RAS). This can be obtained at <https://myPay.dfas.mil>, by phoning (800) 321-1080, or writing to the address below.

Defense Finance and Accounting Service
U.S. Military Retirement Pay
P.O. Box 7130
London KY 40742-7130

Intervening:

- If your military leave interrupted your state service, you may receive up to 5 years of service credit at no cost.
- You may use intervening military credit to satisfy your vesting requirements.

Nonintervening:

- If your active duty U.S. military service did not interrupt your state service, you can purchase up to 5 years of credit.
- Nonintervening military service may be purchased in any fraction of a year increment.
- You cannot use nonintervening military service in your pension calculation until you meet the minimum vesting requirements.

Cost

ORS will review your application upon receipt and if you are eligible, a *Member Billing Statement* will be sent to you. This statement lists the amount of this service you can purchase, the cost, and the due date. Although it is called a billing statement, you're not obligated to buy this credit. However, if you don't purchase the credit shown on the statement before the due date, you will need to request another billing statement with updated cost information.

Intervening service credit: No cost.

Nonintervening service credit: Your cost will be 5 percent of your previous highest fiscal year (October 1 through September 30) income earned as a state of Michigan employee times the number of years of military credit you are buying. If you worked less than full-time during the previous highest fiscal year, your part-time wages will be equated to full-time to determine the cost of your service credit purchase.